



**ALSO PRESENT:**

Rachel Chwastek, PERMA Risk Management Services  
Chandra Anderson, Atlantic County  
James Dugan, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF JANUARY 12, 2018.**

**MOTION TO APPROVE OPEN MINUTES OF JANUARY 12, 2018.**

**Motion: Commissioner Robbins**  
**Second: Commissioner Kessler**  
**Vote: 3 Ayes**

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Brad Stokes presented the Executive Director's report.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** The report shows 130 certificates were issued and this includes the annual reports that were prepared from December to January 2018.

**MOTION TO APPROVE CERTIFICATE OF INSURANCE ISSUANCE REPORT.**

**Motion: Commissioner Kessler**  
**Second: Commissioner Robbins**  
**Vote: 3 Ayes**

The 2018 Risk Management Plan was presented by Ed Cooney at the January meeting. There were no further questions with regard to the Risk Management Plan.

**MOTION TO APPROVE THE 2018 RISK MANAGEMENT PLAN.**

**Motion: Commissioner Kessler**  
**Second: Commissioner Robbins**  
**Vote: 3 Ayes**

The CEL held a special meeting on January 10, 2018 to process some claim payments. The next meeting is February 22, 2018 at the Camden County Emergency Center.

The Insurance Commission financial fast track for November 30, 2017 shows the Commission's statutory surplus at \$5.2 million. All years have been in the positive and continue to trend very well.

The CEL financial fast track report as of November 30, 2017, shows a surplus of approximately \$9.3 million.

The Claims Activity Report has three less claims from October to November. Some liability claims were resolved.

The assessment bills for the members were produced and should be sent out next week.

Mr. Stokes reminded the Commissioners to prepare their list of property appraisals for 2018 and submit them to him. \$2,500 is approved which will cover approximately 22 property appraisals.

There is no meeting in March. The next meeting will be on April 6, 2018.

**CLAIMS SERVICES:** Michael Cusak reported that the process to pay out property claims will be addressed before the next meeting. Commissioner Kessler confirmed the process would include the member entity reviewing matters before approval is provided on behalf of the member entity.

**TREASURER:** Bonnie Lindaw presented resolution 13-18 which is the February bills list. The bills list includes payments from several fund years. From 2016 there was a payment to Bowman for the audit. From 2017 there was a payment to BH Media Group for advertising. From 2018 there were payments to the fund professionals for first quarter billing. Resolution 14-18 is a supplemental bills list which has reimbursement to Chandra Anderson for renewal of the domain name for the Commission. Ms. Lindaw also reported that in accordance with the guidelines of the Cash Management Plan the current bank/cash balance in the Insurance Commission administrative account is \$3.4 million; there are \$48,704 in outstanding checks from the workers' comp account; and there are \$6,603 in outstanding checks from the general liability commission account.

**MOTION TO APPROVE RESOLUTION 13-18 AND RESOLUTION 14-18.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Robbins  
**Vote:** 3 Ayes

**CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:**

Glenn Prince of JA Montgomery presented the safety report. The Safety Director's report covers risk control safety activities for January and February. He included several Safety Director's Bulletins on various subjects including motor vehicle operations and MVR's, CDL testing for the four added synthetic opioid based medications which are being added to the drug testing panel, a shift briefing for post-accident testing, best practices for 300A log posting, and a matrix to contact PEOSHA in the event of an injury, illness or hospitalization.

The Britt check for the 2017 safety grant will be wired to the CEL from London. Once the funds are received the CEL will directly distribute the funds back to the counties who were awarded the Britt safety grant. The grant for 2017 was \$35,000 and will be increased to \$45,000 for 2018. The grant is shared between nine counties. Members can make proposals for general liability safety related items. The deadline for a member to submit a proposal is October 31, 2018.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claims services report. The Cumulative Summary shows 47.7% savings in the month of January. The intake reporting shows there are 20 new claims for January, 17 were medical only, 3 were report only and there were no lost time claims. They recently met with Health Med Associates at their Atlantic City location. Health Med has locations in Northfield, Atlantic City and Absecon. Ms. Beatty is hopeful they can come to an agreement with Health Med and begin using their services in the next week.

**CLAIMS SERVICES – QUAL-LYNX:**

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed seven PARS. The PARS were recommended for approval by the Committee. Unless there are any other questions which would require a closed session she requests a motion for approval of the PARS as reviewed and recommended by the Claims Committee.

Ms. Kissane noted that police cameras have been successful in averting claims. The cameras help promote professionalism and provide ammunition to combat false allegations.

**MOTION TO APPROVE THE PARS AS REVIEWED DURING THE CLAIMS COMMITTEE MEETING OF FEBRUARY 9, 2018.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Robbins  
**Vote:** 3 Ayes

**RISK MANAGER’S REPORT:**

Michael Thomas presented the Risk Manager’s report. Their focus in January was attending the County’s internal safety meeting. In speaking with Glenn Prince and Jackie Woods, they will be developing a trending of claims which will be reviewed monthly to target training toward appropriate safety programs.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

Commissioner Woods opened the meeting to public comment. Having neither heard nor seen any public comment the public session is closed. The next meeting will be held on April 6, 2018 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

**Motion:** Commissioner Robbins  
**Second:** Commissioner Kessler  
**Vote:** 3 Ayes, 0 Nays

**MEETING ADJOURNED: 11:17 A.M.**

Minutes prepared by: Chandra Anderson, Secretary